
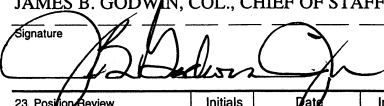


**POSITION DESCRIPTION** (Please Read Instructions on the Back)

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>						<b>3. Service</b> <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		<b>4. Employing Office Location</b> Orlando, FL		<b>5. Duty Station</b> Orlando, FL		<b>1. Agency Position No.</b> <b>NI 11853</b>			
								<b>7. Fair Labor Standards Act</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		<b>6. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
						<b>10. Position Status</b> <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		<b>11. Position is:</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<b>12. Sensitivity</b> <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		<b>13. Competitive Level Code</b> 0403			
												<b>14. Agency Use</b>			
<b>15. Classified/Graded by</b>		<b>Official Title of Position</b>				<b>Pay Plan</b>		<b>Occupational Code</b>		<b>Grade</b>		<b>Initials</b>		<b>Date</b>	
a. U.S. Office of Personnel Management															
b. Department, Agency or Establishment															
c. Second Level Review															
d. First Level Review		Student Trainee (Accounting)				GS		0599		04					
e. Recommended by Supervisor or Initiating Office															
<b>16. Organizational Title of Position (if different from official title)</b>								<b>17. Name of Employee (if vacant, specify)</b>							
<b>18. Department, Agency, or Establishment</b> Department of the Army (DA)								<b>c. Third Subdivision</b> Directorate of Resouce Management (R)							
<b>a. First Subdivision</b> U.S. Army Materiel Command (AMC)								<b>d. Fourth Subdivision</b> Cost Analysis and Systems Division (RC)							
<b>b. Second Subdivision</b> Simulation, Training and Instrumentation Command (STRICOM)								<b>e. Fifth Subdivision</b>							
<b>19. Employee review - This is an accurate description of the major duties and responsibilities of my position.</b>								<b>Signature of Employee (optional)</b>							
<b>20. Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the								<b>knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</b>							
<b>a. Typed Name and Title of Immediate Supervisor</b> MACK R. PERRY, CHIEF, COST ANALYSIS AND SYSTEMS DIVISION								<b>b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)</b>							
<b>Signature</b> 				<b>Date</b> 5-22-97				<b>Signature</b>				<b>Date</b>			
<b>21. Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.								<b>22. Position Classification Standards Used in Classifying/Grading Position</b> USOPM Handbook for Occupational Groups and Series, GS-0899; GS-0500, Financial Clerical and Assistance, Dec 97							
<b>Typed Name and Title of Official Taking Action</b> JAMES B. GODWIN, COL., CHIEF OF STAFF								<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
<b>Signature</b> 				<b>Date</b> 3/23/00				<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>	
<b>23. Position Review</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>		<b>Date</b>	
a. Employee (optional)															
b. Supervisor															
c. Classifier															
<b>24. Remarks</b> This is a full perfomrance position.  BUS: 7777															
<b>25. Description of Major Duties and Responsibilities (See Attached)</b>															

Previous Edition Usable

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295 USAPPC V1.00

### **Supervisory Controls**

Works under the guidance of the supervisor and/or higher grade employee who provides continuing assignments, initially indicating what is to be done, quantity expected, deadlines, and priority of work. Provides additional specific instructions for new, more difficult work or special projects, and suggested work methods and advice on availability of resource materials. Supervisor is readily available to provide advice and assistance as needed. Guideline material is generally specific to the assignment of work situation with variation in the amount of detail being determined by the nature of the assignments, level of employee development, and existing formal education posture. Employee uses initiative in carrying out recurring assignments, but is expected to consult with supervisor or others as regular course of action on matters not specifically covered in instructions, matters of guidelines interpretation, procedures, etc. Supervisor assures that finished work is accurate and in compliance with instructions and reviews overall to assure that the intent of "developmental" assignments is maintained and that adequate progress is occurring.

### **Major Duties**

Performs in a prescribed agenda of formal/informal classroom training, on-the-job training or developmental work. Performs a variety of tasks and assignment involved in STRICOM financial accounting system relating to the development and implementation of accounting policies and procedures performing integrated financial accounting; preparing and examining vouchers, disbursing, collecting and depositing funds; and reviewing, auditing and examining accounting documents, workflow and systems. Duties are designed to provide the opportunity to gain first-hand knowledge and actual work experience in the accounting field and to provide familiarization with the practical application of the principles, concepts, work processes, methods, techniques, regulations, reference materials and procedures fundamental to the technical aspects of accounting in general and specifically as they apply to STRICOM.

Performs other duties as assigned.